

**Instructions for Completing
FORM SPO-H-205 BUDGET**

Applicant/Provider:	Enter the Applicant's legal name.
RFP#:	Enter the Request for Proposal (RFP) identifying number for this service activity.
Column (a) Budget Request	Budget Request. Enter the requested budget amounts for each cost item listed. Use the Cost Principles included in the RFP as a guide to determine which costs are allowed.
TOTAL (A+B+C+D)	Sum the subtotals for Budget Categories A, B, C and D, for columns (a) through (d).
SOURCES OF FUNDING: (a) (b) (c) (d)	Identify all sources of funding to be used for this service activity.
TOTAL REVENUE	Enter the sum of all revenue sources cited above.
Budget Prepared by:	Type or print the name of the person who prepared the budget request and their telephone number. If there are any questions or comments, this person will be contacted for further information and clarification. Provide signature of Applicant's authorized representative, and date of approval.

SPECIAL INSTRUCTIONS:

Column (b):
Column (c):
Column (d):

BUDGET

(Period _____ to _____)

Applicant/Provider: XYZ Hawai'i, Inc.

RFP No.: ABC-123

Contract No. (As Applicable): DHS-97-001

BUDGET CATEGORIES	Budget Request (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	70,250			
2. Payroll Taxes & Assessments	7,643			
3. Fringe Benefits	11,451			
TOTAL PERSONNEL COST	89,344			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	500			
2. Airfare, Out-of-State	800			
3. Audit Services	500			
4. Contractual Services - Administrative	900			
5. Contractual Services - Subcontracts	900			
6. Insurance	2,000			
7. Lease/Rental of Equipment				
8. Lease/Rental of Motor Vehicle				
9. Lease/Rental of Space				
10. Mileage	400			
11. Postage, Freight & Delivery	200			
12. Publication & Printing	100			
13. Repair & Maintenance	200			
14. Staff Training	100			
15. Substance/Per Diem	1,200			
16. Supplies	1,000			
17. Telecommunication	1,200			
18. Transportation	215			
19. Utilities	3,000			
20.				
21.				
22.				
23.				
TOTAL OTHER CURRENT EXPENSES	13,215			
C. EQUIPMENT PURCHASES	500			
D. MOTOR VEHICLE PURCHASES	9,750			
TOTAL (A+B+C+D)	\$112,809			
SOURCES OF FUNDING		Budget Prepared By: <div style="display: flex; justify-content: space-between;"> Joe E. Hawai'i 999-9999 </div> <div style="display: flex; justify-content: space-between;"> Name (Please type or print) Phone </div> <div style="display: flex; justify-content: space-between;"> 02/14/97 </div> <div style="display: flex; justify-content: space-between;"> Signature of Authorized Official Date </div> <div style="display: flex; justify-content: space-between;"> <u>LEE D. BUSS, EXECUTIVE DIRECTOR</u> </div> <div style="display: flex; justify-content: space-between;"> Name and Title (Please type or print) </div>		
(a) Budget Request	\$112,809			
(b) Funds Raised				
(c) Program Income				
(d)				
TOTAL REVENUE	\$112,809	For State Agency Use Only <div style="display: flex; justify-content: space-between;"> Signature of Reviewer Date </div>		

SAMPLE